

Permissions Overview

User types



anonymous

Anonymous: Non-logged in visitors to Archive.org. Only basic cookie-based preferences are saved for these patrons. Anonymous visitors have access to all public items and collections but cannot leave comments or write on forums, be invited into groups, upload items or save to collections.



user

Users: Logged-in visitors to Archive.org (account holders). By creating an account patrons have additional privileges including: uploading items, the ability to join groups, the ability to be an admin of a collection, the possibility of being a creator for a partner account, creating collections, saved states, and additional saved preferences.



creator

Creators: Any logged-in user who has makes a collection is the creator of this collection. Creators have control over how each of their collections is viewed, adding admins, editing metadata to the collection itself or the items that they (or other contributors) have uploaded into it.



collection
admin

Collection Admins: Admins are users who have been invited by a creator, team admin or account owner to be an administrator of a single collection. Admins have many of the the same privileges as the creator / team admin / account owner over a specific collection: adding or removing items, uploading items, editing metadata for items uploaded into the collection, and potentially adding or removing admins.



enterprise

Partner Account: A person or a group or organization that pays for Archive.org services. Partner accounts can have multiple collections (public and private), multiple admins, and multiple teams (sub-groups of collections and lists of users).



team
admin

Team Admins: Account admins are assigned by an account owner of a partner account. Team admins have administrative privileges over a team within an organization. They can create new collections and sub-collections under a team-heading, add or remove contributors and have complete write-privileges to all of the items that have been uploaded within their team.



account
owner

Account Owner(s): Each partner account will have at least one Account Owner. The Account Owner is responsible for setting up the account page, creating new collections or teams, adding admins and is also the primary liaison for billing.

Items and Item Grouping



item

Items: Anything uploaded by a user into the system is an item. Items can contain downloadable files, a variety of media types and metadata. Items have a single user who is granted 'uploader' rights. Items can be modified by anyone given permission to modify them. Items only have one parent collection, which is where the majority of their access, write and edit privileges will be derived from, however items can be moved to different collections. Public items can be referenced by anyone in the system and displayed in different collections.



open collection

Open Collections: Upon creating a new collection users have the option to create either a standard collection or an open collection. Open collections (ie. etree) have open read privileges to all users. The creators of Open Collections create a schema which all uploaded and referenced items must adhere to in order to be incorporated into the collection. Users who upload an item into an open collection retain 'uploader' privileges to their item, however their item can be removed by an administrator of the collection. Users who create open collections but do not define schema requirements are exposing their collection to have any item type uploaded into their collection.



collection

Standard Collections: Collections can be created by any user. In order to upload items users must upload them into a collection. All collections are public. Users can determine the preferred layout of their collection, upload items into their collection, reference another user's item in their collection and add as many admins as they like who will also be given privileges to this collection. Collections can be nested under larger collections they inherit the privs of the parent collection.



private collection
(enterprise)

Private Collections: Private collections are only available for Partner Account holders. These collections will only be viewable and editable by users who have been granted specific permission to view and or edit these collections.



locker

Lockers: Lockers are an administrative overlay, which allows the uploader full read and download access content already in the archive. To get into a locker, the user has to prove that they have the "hard copy" media in-hand. Users (uploaders) cannot edit the metadata for locker items.

Primary Considerations

There are no private collections Individual users cannot make private collections. All collections created by non-partner accounts must be public. Still up for consideration are the potential for a sandbox for individual users, and the idea of a PDA (personal digital archive). However in this first pass there will only be one way for users to upload to Archive.org, which is publically into a public collection.

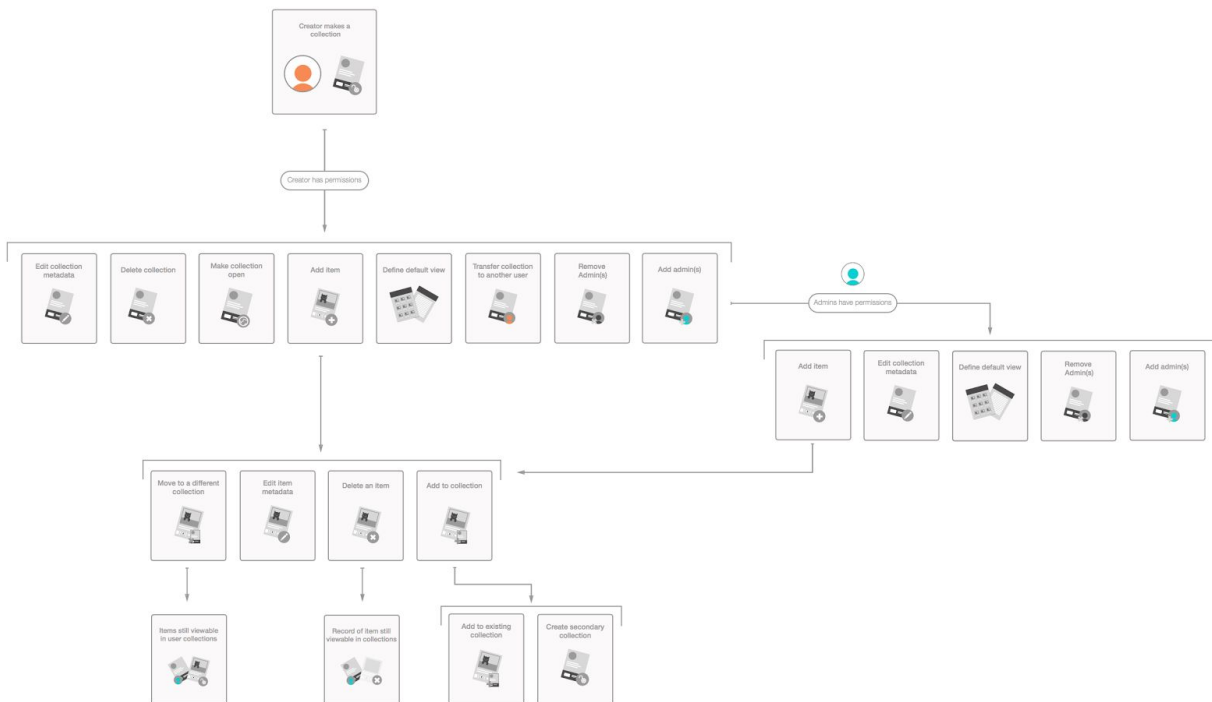
An item can only belong to one collection, but can be referenced anywhere Every item uploaded to Archive.org must belong to one collection and can only belong to one collection. Items can however be moved from collection to collection or be referenced by any user into any collection.

Cascading permissions for nested collections If collections are nested within a parent collection, then the permissions defined by the parent collection will cascade down onto the nested collection. This means that anyone with access controls to a parent collection will have the same permissions for its children.

When an item is darked, it leaves a trace Users may dark an item that they uploaded, however if the item had been added to another user's collection the user will be sent a notification explaining the disappearance of the item. Additionally if a user has one of their items darked by an Internet Archive employee, they will receive a notification explaining why the item was darked.

Permissions Model for Individual Accounts

Graph of Permissions for Individual Accounts + Collections



[view larger in Dropbox](#)

Permission Matrix for Individual Accounts + Collections

	Creator	Collection Admin	User	Anonymous
Create a collection	●			
Edit collection metadata	●	●		
Make collection open	●			
Delete collection	●			
Add items	●	●		
Edit item metadata (for items added into collection)	●	●		
Remove item references	●	●		
Remove uploaded items	●	●		
Invite other admins	●	●		
Request permission to become an admin			●	
Remove (block) admins	●	●		
Add items from public collections to different collections (favorites, etc)	●	●	●	
Download entire collection	●	●	●	●
Comment on items	●	●	●	
Moderate comments				
Post to forum	●	●	●	
Moderate forum				
Transfer 'creator' status to another user	●			
Define default view collection (tile v. list)	●	●		

Use Cases for Individual Accounts + Standard Collections

User creates a new collection: Users can create multiple collections (should we set a limit?), each of which can have multiple admins (should we set a limit?) and unlimited publicly shared items. All collections are public and viewable / searchable by all.

User uploads an item into a standard collection: If the user has not granted collection admin rights to any other users then they are the only user who can edit the metadata for this item or move it into a different collection. Any users - even without admin permissions - can reference this item in their collection(s).

If the user has granted admin(s) rights to their collection then any of their admins can edit the metadata for the item. Admins can move items into different collections, but cannot delete the item. The original uploader of the item has read/write and edit permissions for the item forever or until they transfer ownership to another user or dark the item.

Generally the permissions for the item are inherited from the collection (or nested collection) that they were uploaded in. Moving an item will change its permissions to those of the new collection it has been moved to.

User uploads an item into an open collection: When a user uploads an item into an open collection they retain uploader permissions to the item. The user can continue to edit the metadata for the item, invite other users via an item permissions list to edit the item and additionally the user is free to move their item out of the open collection to another collection at any time. In order to upload their item into the open collection, their item's metadata must adhere with the schema set by the open collection's admins.

By uploading their item into an open collection, the item is now editable by the admins of the open collection. Additionally collection admins can remove the item at any time.

Users' uploaded item is removed by an admin: In both open and standard collections, a user's item that they uploaded into the collection can be removed by another admin. However, all items need to have at least one parent collection, for this reason the item will be removed from the collection and moved into the uploader's default '_User_Uploads' collection. The uploader will be notified about this move via email or through a notification system.

Users' uploaded item is flagged by an admin: In both open and standard collections, a user's uploaded item can be flagged by an admin to be 'darked' by an IA staff member. The item in question will be reviewed by the IA team and will either 'darked' (no longer visible within Archive.org) or the flagging will be dismissed and the item will be allowed to stay in the collection and on the system.

User references an item in a collection: Any user can reference (add) any item into any collection that they have administrative permissions for. By referencing an item they are not given any permissions for the item, the item's metadata cannot be edited by this user. Additionally the uploader cannot control who references their item and where. Finally if an item reference is removed from a collection it will not affect the viewing privileges of any user.

User references an item in an open collection: Any user can reference (add) any item that adheres to the schema of the open collection in question into that collection. By referencing an item they are not given

any permissions for the item, the item's metadata cannot be edited by this user. Additionally the uploader cannot control who references their item and where. Finally if an item reference is removed from a collection it will not affect the viewing privileges of any user.

Collection Admin uploads an item into a collection: Any other collection admin, or the creator of the collection, can edit the metadata for this item. The admin can also move this item into a different collection that they have admin or creator rights to, or is an open collection.

Collection Admin adds (references) an item they uploaded into a different collection into a collection: If an admin adds (references) an item to a collection that they belong to from the place where they uploaded it, only this admin can edit the metadata for this item from this collection, other potential admins and creator cannot edit the metadata for this item in this collection.

Creator adds (references) an item they uploaded into a different collection into a collection: If a creator adds (references) an item into a collection from the collection where they uploaded it (a different collection), than from within the new collection the collection admins cannot edit the metadata for this item in this collection.

Uploader moves an item from its origin collection to a different collection: An uploader can choose to move an item from one collection to another collection they have permissions for. This means that any admins in the receiving collection can now edit the metadata for this item, and any admins from the original collection will no longer have the permission to edit metadata from the original collection. When the uploader moves their item from one collection to another, the item is removed from the original collection and the collection admins are notified about the move. The item can always be referenced/added into the first collection while still residing in the new parent collection. All moves of an item are logged in the history of the item.

User edits metadata for a collection: Creators and admins of a collection can edit the metadata for a collection. These edits are public to the entire system. Edits are logged in the history of the collection.

User/creator adds an admin to their collection: Admins and creators can add admins to a collection. Admins have privileges for the collection that they are admins for including: adding items, uploading items, editing the metadata for items uploaded into the collection, deleting added items, moving items they uploaded out of the collection into a different collection, adding admins, removing admins and admins can also have 'creatorship' transferred to them.

User/creator transfers creator status of a collection to another user: Creators can transfer their privileges to one of their admins. When they transfer creator privileges to their admin they are demoted to an admin. The uploading status that they have over the items in the collection is not transferred. All transfers of creator status are noted in the edit history of the collection.

User/creator removes an admin from their collection: When an admin is removed from a collection they lose all of the admin privileges that they once had. If they uploaded items into the collection they will retain editing and moving rights to these items.

User removes an item they added (referenced) into a collection: Users can remove item records for items that they added/referenced (not uploaded) into a collection. The item will still be viewable from any and all other collections that it was uploaded or added into.

User/creator wants to delete a collection of items that were not uploaded into it: Users can delete a collection in its entirety if none of the items in the collection were uploaded into it. Other admins of the collection will receive a notification that the collection was deleted.

User/creator wants to delete collection of items they uploaded: If a user wants to delete a collection of items they uploaded then they can choose to either move the items in this collection to a different collection before deleting the collection, dark the items, or delete the collection and have their uploaded items moved into their default user uploads collection. Other admins of the collection will receive a notification that the collection was deleted and items that they uploaded will be placed in their default collection and will not be darked.

User/creator wants to delete a mixed collection: If a user wants to delete a mixed collection (both items uploaded and referenced into the collection) they can choose to either move the items they uploaded into this collection to a different collection before deleting the collection, dark the items, or delete the collection and have their uploaded items moved into their default user uploads collection. Other admins of the collection will receive a notification that the collection was deleted and items that they uploaded will be placed in their default collection and will not be darked.

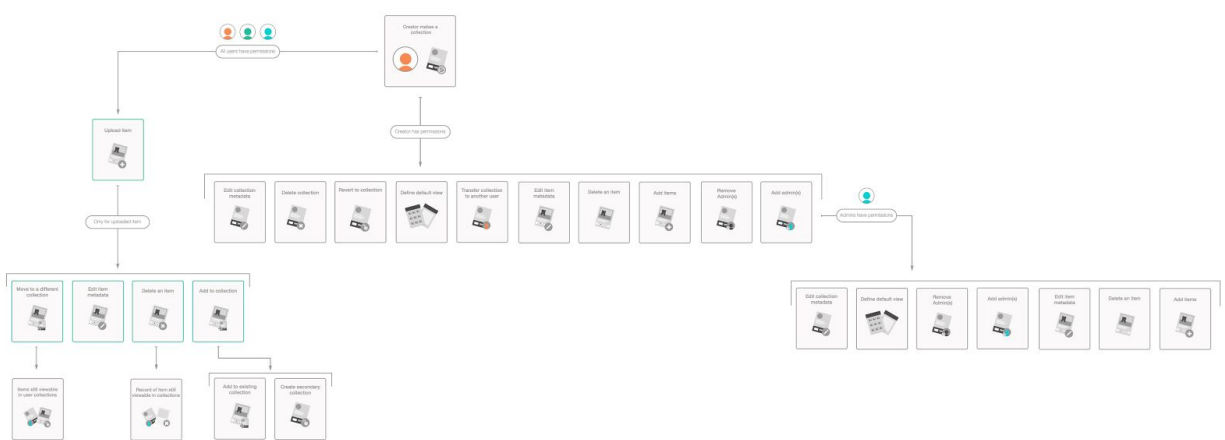
User/creator/admin edits metadata for an item: Any contributor to a collection (i.e.: creator or admin) can edit the metadata of items uploaded to that collection. Edits will be publically viewable to the entire system. Edits are logged in the history of the item, which is also publically viewable.

User adds an item from a public collection to their collection (favorites): Users can add any item in the system into any collection that they created or contribute to (as an admin of that collection). The metadata for this item will change based on the changes made to it by its uploader or admins who have permissions to change the metadata. If an item is darked it is removed from all collections.

Transferring 'uploader' privileges of an item to another user: Not sure if this is possible, alternatively the user could add other contributors to the item giving them equal permissions to the item, instead of fully transferring ownership.

User/creator shuts down their Archive.org Account: When a user chooses to shut down their Archive.org account they have a number of options. The account holder can choose to shift the ownership of their uploads and collection to another user and they can download a .zip file of all of their uploads to the archive. The collections they created or had privileges for and the items they uploaded will not be automatically deleted when their account is closed (users will be notified about this before terminating their account). If a user would like to remove all of their items from Archive.org, they must do so before closing their account. If the user decides to close their account without deleting any of their items, the metadata for their uploads and collections will not be changed. Their items will still be publicly viewable and can be referenced by any user.

Graph of Permissions for Individual Accounts + Open Collections



[view larger in Dropbox](#)

Permission Matrix for Individual Accounts + Open Collections

	Creator	Collection Admin	User	Anonymous
Create an open collection	●			
Edit collection metadata	●	●		
Make open collection a reg. collection	●			
Delete collection	●			
Add items	●	●	●	
Edit item metadata (for items they uploaded into the collection)	●	●		
Edit item metadata (for all items added into collection)	●	●		
Delete items	●	●		
Invite other admins	●	●		
Request permission to become an admin			●	
Remove (block) admins	●	●		
Add items from public collections to different collections (favorites, etc)	●	●	●	
Download entire collection	●	●	●	●
Comment on items	●	●	●	
Moderate comments				
Post to forum	●	●	●	
Moderate forum				
Transfer 'creator' status to another user	●			
Define default view collection (tile v. list)	●	●		

Use Cases for Individual Accounts + Open Collections

User uploads item into open collection: Any user can upload items into any open collection, as long as the item's metadata adheres to the collection's schema. After uploading an item into an open collection they retain their permissions to edit the metadata for this item (the item can only stay in the open collection as long as it still adheres to the schema), move the item into a different collection and dark the item. By uploading an item into an open collection they give privileges to the admins of the open collection, namely the right to edit metadata and remove the file from the open collection.

User edits metadata for item uploaded into open collection: Only admins of an open collection and the uploader of each specific item can edit the metadata for items in an open collection. All metadata changes are public and documented in the history of the item. In order for an item to remain in an open collection its metadata must adhere to the collection's schema.

Admin uploads item into open collection: Admins can also upload items into their open collection. When an admin uploads their item into the collection, they allow the same permissions to their fellow admins that they would if the collection was a standard collection.

Admin removes item uploaded by a user from collection: When an admin removes an item that a user uploaded into the collection the item is moved to the uploader's default user uploads collection, any references to the item will remain unaffected and the uploader will receive a notification that their item was moved.

Admin references (adds) item in to open collection: Along with uploading and maintaining items that are uploaded by users into the collection, admins can also reference items from throughout Archive.org in their collections, although the metadata for these items must still adhere to the collection's schema. These items retain their original permissions.

Creator or another collection admin removes admin from open collection: When an admin is removed from their position in a collection they still retain any uploader permissions to any items that they may have uploaded into the collection. The former admin will still be able to upload and reference into the collection but they can no longer edit the metadata of objects uploaded by other users in the collection

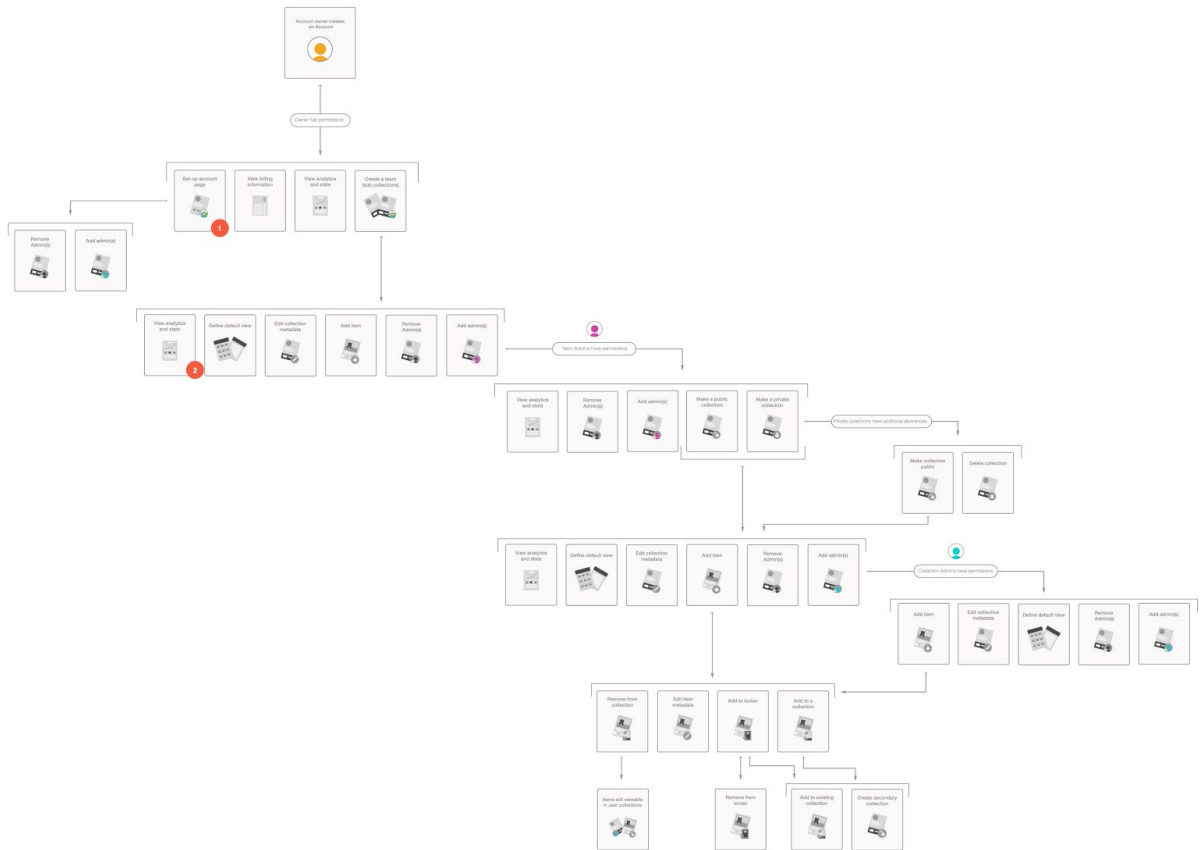
Creator transfers 'creator-permissions' to another user: Just like with a standard collection, the creator of a collection can transfer their permissions to another user. The former creator can either choose to stay a part of the collection as an admin or remove their permissions entirely. Regardless, the former creator will retain uploader permissions for any items they uploaded into the collection.

User is added as admin to an open collection: When a user is added as an admin to an open collection they are given additional permissions: editing metadata for any item uploaded into the collection, adding and removing other admins, removing user submitted referenced and uploads.

Creator deletes open collection: When a creator deletes their open collection, the items uploaded into the collection will not be darked and uploaders will retain the ownership of their items. Admins of this collection and all uploaders will be notified of the deletion of this collection and of the potential movement of their uploaded items (from the collection to their default user upload collection).

Permissions Model for Partner Accounts

Graph of Permissions for Partner Accounts



1 Set-up Account Page The Account page is associated with the Account Owners (the billing contact and others who are granted permissions by the Account Owners. Account page provides access to Zendesk.

2 Stats and Analytics Stats and analytics are viewable for the overall collection (by Account Owners and users given admin privileges for the Account Page) and for each collection (viewable by Account owners) and users given admin privileges for the given collection or Team Admins).

[View larger in Dropbox](#)

Permission Matrix for Partner Accounts

	Primary Owner	Team Admin	Collection Admin
Set-up account page	●		
View Billing Information for entire org	●		
View stats and analytics for entire org	●		
Add primary owner(s)	●		
Create teams (sub collections)	●		
Add / remove team admins	●	●	
View team analytics	●	●	
Create open collections	●	●	
Create private collections	●	●	
Add / Remove collection admins	●	●	●
Add items	●	●	●
Remove items	●	●	●
Reference items in collections	●	●	●
Define default view for collection (tile v. list)	●	●	●
Edit item metadata	●	●	●
Edit collection metadata	●	●	●
View collection stats	●	●	●

Use Cases for Partner Collections

Primary owner creates a team: Primary owners can create an unlimited (should we create a limit?) number of teams, each of which can have an unlimited number of private and public collections (should we create a limit?) and those collections can have an unlimited number of items (should we create a limit?) . Teams can also have admins and will have their own analytics page.

Primary owner adds another primary owner: The initial primary owner can add additional primary owners to a Partner Collection. These primary owners will have the same permissions as the original primary owner including access to billing and permissions that cascade throughout the nested teams and collections.

Primary owner adds a Team Admin: Once a primary owner has created a team they can add Team Admins to help with the administration of the team. Team admins will not be able to see Partner Collection (top tier) information (eg. Billing and stats for the whole organization). Team Admins will have admin privileges to all of the collections created within their team, including the ability to make and delete collections.

Primary Owner / Team Admin creates a private collection: Private collections will be viewable only by Partner Collection admins who have been given access to these collections either by the Primary Owner(s), Team Admin(s) or Collection Admin(s) of the collection. If a collection is made public all of the item and collection metadata edit history will become public as well. Items in private collections cannot be referenced in any other collection.

Primary Owner / Team Admin creates a public collection: Public collections created by Partner Collections are publicly viewable by anyone who visits Archive.org. Any user of Archive.org can reference, view, download or comment on any of the public items in a Partner Collection.

Primary Owner / Team Admin adds Collection Admins to a collection: Any user with admin privileges to a collection can add other users as collection admins. Collection admins have administrative permissions within the Partner Collection only to collections that they have been added as Collection Admins. Primary Owners and Team Admins have cascading privileges over nested collections.

Primary owner uploads an item into a collection: Primary owners, like any other user with administrative privileges to a collection, can upload items into any of the teams or collections under their jurisdiction. These items can be darked, edited or moved by other admins depending on their level of permissions. Only Primary Owners can move items uploaded into the Partner Collection to an external collection.

Primary owner moves an item between collections / teams: Primary Owners have permissions across all sub-collections/teams and can therefore move any item uploaded in the Partner Collection within the Partner Collection. Only Primary Owners can move items uploaded into the Partner Collection to an external collection.

Team Admin moves an item between collections: Team admins have permissions across their team's nested collections and can therefore move an item uploaded into their team within their team's collections. If

the team admin is also a team admin or collection admin for another collection or set of collections then they can also move items to these areas. Team admins cannot move items outside of the Partner Collection.

Team Admin uploads an item into a collection: Team admins can upload items into any of the collections nested within their team. These items can be darked, edited or moved by other team and collection admins and by the primary owners. A team admin's uploaded item can be moved outside of the Partner Collection by the Primary Owner.

Collection Admin uploads an item into a collection: Collection admins can upload items into the collection that they have permissions for. These items can be darked, edited or moved by other team and collection admins and by the primary owners. A collection admin's uploaded item can also be moved throughout a team by Team Admins and across teams and collections by the Primary Owner. A collection admin's uploaded item can also be moved outside of the Partner Collection by the Primary Owner. Uploaders and collection admins will be notified if items they have permissions for are moved or darked.

Admin darks an item: Collection admins can dark any item within their collection. Team admins can dark any item within their team's nested collections. Primary Owners can dark any item within the Partner Collection. Items darked within Partner Collections do not need to be reviewed by an Internet Archive staff and will be darked immediately. Uploaders and collection admins will be notified if items they have permissions for are moved or darked.

Team member references a public item from the Partner Collection in an external collection: Just like any Standard or Open Collection, any public item can be referenced in any collection.

Team member attempts to reference a private item from the Partner Collection in an external collection: No team members, including Primary Owners, can reference private items from a Partner collection in an external collection. Once made public any item in a partner collection can be referenced in any external collection.

Collection Admin attempts to delete collection: Collection Admins cannot delete collections, only Team Admins and Primary owners can delete collections.

Team Admin deletes collection: Team admins can delete collections within their teams. They will be prompted to move uploaded items into a different collection, however if they so choose the collection will be deleted and any items uploaded into it will be darked. All collection admins will lose their privileges. All contributors to the collection and users who referenced items from the collection will be notified about the deletion of the collection and any potentially darked items.

Primary Owner deletes collection: Primary owners can delete any collection within the Partner Collection. They will be prompted to move uploaded items into a different collection, however if they so choose the collection will be deleted and any items uploaded into it will be darked. All collection admins will lose their privileges. All contributors to the collection and users who referenced items from the collection will be notified about the deletion of the collection and any potentially darked items.

Primary Owner deletes team: Primary owners can delete any team within the Partner Collection. All Collections within the team will be deleted if not moved and all items will be darked if not moved. All team and collection admins will lose their privileges. All contributors to the collection and users who referenced items from the collection will be notified about the deletion of the collection and any potentially darked items.

Admin changes item metadata: Any admin can change the metadata for items under their jurisdiction. All metadata changes are public for public items and for both public and private items changes will be noted in the edit log.

Admin changes collection metadata: Collection, team and primary owners can change the metadata for any collection under their jurisdiction. All metadata changes are public for public collections and for both public and private collections changes will be noted in the edit log.